

# Sikkim Manipal University

## Directorate of Distance Education

### RE-REGISTRATION FOR WINTER 2013 SESSION

### CIRCULAR /REG/1311 DATED 11.10.2013

#### Re-registration Schedule

Description	Last Date for Re-registration
Timelines to apply for re-registration (without Late fees)	15 October 2013 to 22 November 2013
Timelines to apply for re-registration with Late fees of Rs.500/- (Rs.200/- for Arts and Humanities)	23 November 2013 to 10 December 2013

The forms for which fee payment is not confirmed by the bank on or before **15th December, 2013** will be rejected.

#### Forms and Applicability

1. **ONLINE RE-REGISTRATION:**

All eligible students are required to apply for re-registration to higher semesters within the validity period through online. The URL of SMU DDE SLCM portal is <http://myzone.smude.edu.in>. No student will be eligible to appear for the term end examinations without applying for the Re-registration. The students who are unable to fill up the online re-registration can take the help of Learning Centres. For details, contact the Learning Centre.

**The offline Re-registration forms will not be accepted.**

2. **LC TRANSFER:**

The students seeking Learning Centre Transfer are required to complete LC Transfer process before accessing the online re-registration form and the request has to be submitted to the university by the transferee Learning Centre within the due date for approval. Once the transfer request is approved by the University, the transferee LC will be allowed to submit the online re-registration form of the student to the university.

**New Learning Centres** are not permitted to accept LC transfers within a year of their establishment. **Further, if distance between the Old Learning Centre and Transferee LC is less than 150 kms, approval from the Regional Manager is mandatory.**

**The students seeking Learning Centre Transfer need not forward the original Identity Card to the University. The University will issue the Transfer confirmation letter after approval of LC Transfer request and re-registration to higher semesters. They will continue using the same Identity Card. The above letter has to be carried along with the ID card during University Examinations.**

The request received after the last date will be considered for subsequent session.

**Note:**

CMS – Unipay option has been integrated for LC Transfer. With this integration, there is time lag between date of apply and receipt of MIS from HDFC. Thereafter the University will require some time to verify the details and approve the request.

Therefore the request for Learning center Transfer has to be submitted online at least **15 days prior to the last date Reregistration**. The Demand Drafts are to be forwarded to Manipal Office without any delay.

It is recommended to make the online payment which will enable us to approve the transfer request immediately. All queries need be sent only to by email to [Studenttransfer@manipalglobal.com](mailto:Studenttransfer@manipalglobal.com)

**3. CHANGE OF SPECIALISATION/ ELECTIVE**

The change of elective or specialization subject/s is permitted only if the re-registration is done in the current session. (i.e. when session is active. Example: Students who re-registered in May 2013 session can only apply for change of specialisation between 01.05.2013 to 31.10.2013. Thereafter the system will not allow the student to apply for change of specialization/ elective). If the request is approved well in advance then the students will be allowed to write the new specialization/elective paper. Otherwise such students become eligible to write the new elective / specialization examinations only after filling the re-sitting application. The fee applicable is Rs.200 – Arts and Commerce programs, Rs.1000 – Other programs.

**4. DISCONTINUATION OF SPECIALISATION**

The following 4 Specializations have been discontinued from Summer 2013 Session. Therefore it will not be available during Re-registration into MBA/MBADS 3<sup>rd</sup> semester and MBADS 5<sup>th</sup> semester

- a. Supply Chain Management
- b. Environment Management
- c. Event Management

d. Entrepreneurship and family Business

**Note:** The change of specialisation is not permitted for the above 4 specialisations

5. **DISCONTINUATION OF EXIT QUALIFICATION - MSCCS**

The option of exit qualification - MSCCS after successful completion of MCA program is removed.

6. **CHANGE IN ONE SUBJECT FOR BA ENGLISH/BA SOCIOLOGY/BA ECONOMICS FOR SIXTH SEMESTER**

Program	Subject code	Subject withdrawn	Subject introduced
BA - Economics	BAO601	Comprehensive Economic Development- Britain , Japan, china	General Studies and Aptitude
BA - Sociology	BAS601	Social Ecology	General Studies and Aptitude
BA - English	BAE601	Modern English Poetry	General Studies and Aptitude

- The eligible Re-registration students' data for Winter - 2013 Session is made available in the website "[www.myzone.smude.edu.in](http://www.myzone.smude.edu.in)" under Re-registration and Student Services section.
- The Learning Centers are advised to go through the '**User Manual**' to provide proper guidance to the students in filling the re-registration form online. The Counselors at the Learning centers need to be fully conversant with all the related guidelines and instructions.
- Each and every details (like Roll No, Elective and Payment details) entered by the student must be checked for correctness and completeness. The Covering Letter will be generated at the time of submission of application to the University. You can also take out the print of covering letter using the 'Consignment detail' option given under 'LC Services'.

**PROVISIONAL ADMISSION CASES**

Students whose admission to the program is PROVISIONAL are not eligible for re-registration into higher semesters. Such students must complete all the pending admission formalities before applying for *Online Registration*.

**MALPRACTICE CASES**

Students who are booked for acts of indiscipline or malpractice during the examinations will not be considered for re-registration into higher semesters until the decision of the disciplinary committee is made known. Students already barred from registration for a set period of time should not apply for re-registration until such period as communicated by the Additional Registrar, Student Evaluation.

The University has got every right to cancel the re-registration done if the same is recommended by the Malpractice Committee.

## FEE INSTRUCTIONS

- a. **EXAMINATION FEE:** The Examination fee is revised w.e.f. Summer (May) 2013 session. All the students applying for Re-registration from May 2013 session onwards are required to pay the Examination fee as mentioned below. Please note that this is applicable to the all the students irrespective of their session commencement.

Programs	Previous Exam Fee	Revised Exam Fee
Arts and Commerce programs	Rs. 850	Rs. 1150
IT and Management programs	Rs. 1200	Rs. 1500 (Rs. 1800 for MSCCRRRA program)
AHS and Hospitality programs	Rs.1500	Rs. 1500 (No change)

- b. **ALUMNI FEE:** The Alumni fee is revised from Rs.100 to Rs.200 per semester from Summer (May) 2013 session onwards.
- c. **CERTIFICATE FEE:** Final semester students are required to pay an additional Rs.300/- towards final Degree Certificate Fee along with the re-registration fees since the final degree certificates are auto issued for all the eligible students. There is no need to make a separate DD/ Credit Swipe for this purpose and this fee can be included along with the Semester fees.
- d. Students who have taken a break in session are eligible to re-register in the current session. However, the revised semester fee is applicable to all such students. For revised fee details students are advised to refer to Current Session prospectus/circular made available with LC.
- e. Students can make Fees payment in any of following mode/s:
- a) **DEMAND DRAFT:** The student can make one single demand draft covering all the fee heads (Semester fee, Certificate fee, Late Fee, wherever applicable). The Demand Draft should be drawn in the name of SIKKIM MANIPAL UNIVERSITY DE payable "Locally" (This is to be followed only if the LC is depositing the DD through CMS facility)/ Manipal/ Udupi. LC to generate a list of DDs for deposit and handover the same to HDFC personnel (Only DD's are to be handed over with the system generated statement – Refer User Manual. **It should not be sent directly to the University)**

## DD Collection Report

The Learning centers have to deposit the Demand Draft with System Generated DD collection report only.

University will not take any responsibility if it is handed over manually.

HDFC BANK CMS DEPOSIT SLIP						
	Client Code:	SKKMUNIVDE		Deposit Slip No:	0926144837	
	Client Name:	Sikkim Manipal University		Deposit Date:	26/09/2013	
	LC Code:	03459		Count	2	
SL NO	DD NUMBER	DRAWN DATE	DRWAEE BANK	DD AMOUNT	ROLL/APP NO	TXN REF NO
1	858971	17/09/2013	INDIAN OVERSEAS BANK	12250	1208018687	DD1379913977893
2	858982	23/09/2013	INDIAN OVERSEAS BANK	1750	1208018687	DD1379926023440
			<b>TOTAL</b>	<b>14000</b>		

Please do not use the manual deposit Slip

**HDFC BANK** CORPORATE PRODUCTS & SERVICES

Client Name: LAKSHMI INFOTECH Local ☒ Outstation ☐ HDFC Bank Transfer Cheque ☐

Date: 08.01.13 Deposit No: 14472015

Client Code: SKKMUNIVDE Pickup Location: ... No. Of Insts: ...

Sr. No.	Cheque No.	Cheque Date	Drawer	Drawn on Location	Amount (Rs)
1	058327	26/11/12	IDBI	HDFC	13,500/-
2	058900	7/1/13	IDBI	HDFC	850/-
3					
4					
5					
<b>TOTAL</b>					<b>25,550/-</b>

Depositor's Signature: ... Customer Copy With Bank Acknowledgment

The Learning centers should not hand over any DD which is not entered in the System to HDFC person. All such additional Demand drafts are to be forwarded to Manipal Office only clearly mentioning the Roll No and Reason for forwarding the DD.

- b) THE CREDIT/DEBIT CARD SWIPING : This facility available at select learning centres only. Signed copy of the charge slip (Merchant Copy) is to be retained at LC. LC should be able to produce whenever requested for.
- c) ONLINE PAYMENT: Payment can also be made through Payment Gateway
- d) NET BANKING: Account holders of the below mentioned **Banks only** can use this facility in order to make the Fee payment

Bank of India	Deutsche Bank	Karnataka Bank
Canara Bank	Federal Bank	Karur Vysya Bank
Catholic Syrian Bank	IDBI Bank	Lakshmi Vilas Bank
Central Bank of India	Indian Bank	South Indian Bank
City Union Bank	Indian Overseas Bank	Union Bank of India
Corporation Bank	Indusind Bank	Yes Bank
DCB Bank	Jammu and Kashmir Bank	

**Payment through more than two instruments is not permitted. The fee once paid is not refundable.**

#### **INSTRUCTIONS TO THE STUDENTS:**

1. The students applying for re-registration have to enter the Elective/ Specialization details and Payment details as per the instructions given in the '[Student Manual](#)'.
2. The Students paying the fee in the form of demand draft / Card swiping **are required to write their Roll No, Name and LC Code on the reverse of the Demand Draft or merchant copy of Charge Slip (duly signed)** and hand over the same to the Learning centre within the due date. Also, students are advised to keep a copy of DD/ Customer copy of Charge Slip for future reference.
3. The students of foreign nationality are required to submit Form 14 along with copy of Passport, VISA and valid Residential Permit. Please note, without valid Residential Permit (R P), foreign students are not eligible to appear for the term end examination.
4. Mere Submission of re-registration to the Learning Centre or University does not entitle the student to appear for University Examination. The student will be re-registered to higher semester by the university only after receipt of payment towards semester fee within the due date.
5. Please check the status in the website, ""[www.myzone.smude.edu.in](http://www.myzone.smude.edu.in)""for registration confirmation.

#### **INSTRUCTIONS TO THE LEARNING CENTRES**

1. Learning centers are advised to go through '[User Manual](#)' to understand the re-registration process.
2. The LCs are also required to generate the Covering Letter by following the instructions given in the '[User Manual](#)'. The LCs are required to maintain the Covering letters at the LC.
3. **Arrange to keep the instruments (Charge slips) in the order of the above list. The Name, Roll no and LC code should be written on the reverse side of Charge Slip**  
Last date for the online submission of the forms by the students without late fee/ with late will be updated in the Website under Student/ LC Login
4. Address for the any Re-reg correspondence:

Assistant Registrar,

Re-registration Section

Directorate of Distance Education

Sikkim Manipal University, Syndicate House, Manipal – 576104

Tel: 0820 4297101, 4297111, Email: [smuhelpdesk@smudde.edu.in](mailto:smuhelpdesk@smudde.edu.in)

5. The students/ Learning Centres are advised to refer to the website for regular updates.
6. The status of all the forms received within the due date will be made available on SMU-DDE website [www.myzone.smude.edu.in](http://www.myzone.smude.edu.in) after processing. The Learning Centres and the students can access this information to know the re-registration status through their respective logins.
7. For any technical problem with regard to Online Re-registration, the LCs are requested to contact the University helpdesk (email id :[smuhelpdesk@smudde.edu.in](mailto:smuhelpdesk@smudde.edu.in))

Sd/-

ADDITIONAL REGISTRAR